



The Office of the City Clerk issues many types of licenses and permits. Primary among them are marriage licenses, domestic partnerships, dog licenses, cab licenses, and special event permits. The City Clerk is also the Records Access Officer for the City of Albany, as well as the Secretary of the Board of Contract & Supply, the Secretary of the Board of Estimate Apportionment, and the Chair of the Albany Water Bill Review Committee. The City Clerk is also the Clerk of the Common Council and serves on the Board of the Albany Community Development Agency. The City Clerk is also an ex-officio member of the Washington Park Conservancy.

The Office of the City Clerk issued over 3,000 permits and licenses in 2009, and processed in excess of 1,100 Freedom of information Law requests. Nearly 2,000 dog licenses were issued, in excess of 700 marriage licenses, 25 domestic partnerships, approximately 300 cab licenses, and over 100 special event permits. The Office of the City Clerk also assists the Albany Police Department in the collection of animal control fines, and redemption fees for animals impounded at the local animal shelter. The office collected in excess of \$11,000 in fines and redemptions during 2009. The Water Bill Review Committee heard 38 cases in 2009. The Board of Contract & Supply approved 45 contracts and agreed to 16 contract extensions in 2009.

The Office of the City Clerk entered into an arrangement with the Albany County Hall of Records, to have its older marriage records scanned and stored; thus guaranteeing the preservation of important historical documents, and making it easier to retrieve those documents. During 2009 the Office of the City Clerk began scanning Freedom of information Law requests, e-mailing those requests to the appropriate City departments, and where possible, provide electronic records by e-mail. This saved both paper and postage, and helped narrow the gap between request and response time.

In summary, the Office of City Clerk is one of the workhorses of City government, cranking out permits and licenses, and responding to over 1,000 requests for public documents each year. Although the number of permits and licenses remain fairly constant from year to year, the number of requests for public records continues on an ever-increasing climb. We are always looking for ways to maximize limited resources and time. In 2010 we re-commit to double our efforts.

Respectfully submitted,

*John C. Marsolais*  
*Albany City Clerk*